

School District #62 (Sooke)

RECORDS MANAGEMENT	No.: F-329
	Effective: May 28/24 Revised: Reviewed: Apr. 9/24; Apr. 30/24; May 28/24

SCHOOL BOARD POLICY

Rationale

This policy establishes School District #62's (Sooke) commitment to the effective management of administrative and operational records, information, and data assets which are essential to support the strategic goals of the School District.

Policy

The Board of Education believes that it is essential to ensure that critical records are preserved and protected for as long as required. Therefore, it is the policy of School District 62 to establish a framework and accountabilities for records management policies, schedules, systems, and procedures to implement a records management program.

Principles that guide Records Management at SD62

Records and information management policy, regulations, procedures, and practices will be based on and comply with all applicable regulatory and legislative requirements.

All School District #62 (Sooke) employees and contracted service providers who create, receive, and use records have records and information management responsibilities and are accountable for the management of records and information generated in the course of their duties in their physical and virtual environment.

Records and information management practices should be linked to organizational goals, objectives, and administration, with a coordinated approach across School District #62 (Sooke).

This policy is accompanied by a records management regulation, retention schedule, and associated procedures.

Related Policies and Legislation:

- Freedom of Information and Protection of Privacy Act*
- Permanent Student Record Instructions
- School Act*